



**STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
STATE FIRE MARSHAL'S OFFICE
CODES ENFORCEMENT SECTION**
Davy Crockett Tower, Third Floor
500 James Robertson Parkway
Nashville, Tennessee 37243-1162
Phone (615) 741-7190
FAX: 741-1583

APPLICATION FOR APPROVAL OF THIRD PARTY CONSTRUCTION INSPECTION
AGENCY FOR MODULAR BUILDING UNITS

No person shall act as a Construction Inspection Agency (CIA) in the State of Tennessee without first having obtained a valid letter of approval from the Department.

Important!! Please Read and Follow!!

All items on the form **MUST** be completed prior to mailing application. If an item does not apply, simply put **N/A** or **None** in that space. Any blank spaces will result in a delay in processing.

This form **MUST** be processed as prescribed above. Any deviation from the process **WILL** result in a delay in processing.

If you have any questions regarding this procedure, feel free to call this office at (615) 741-7190 or E-mail at mike.bartlett@state.us.tn.



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APPLICATION FOR APPROVAL OF THIRD PARTY CONSTRUCTION INSPECTION
AGENCY FOR MODULAR BUILDING UNITS
(Pursuant to Tennessee Code Annotated, Title 68, Chapter 126, Part 3)

DIRECTIONS: This application must be fully completed and accompanied by the appropriate fees. Please make check or money order payable to: **The State of Tennessee, Department of Commerce and Insurance.**

Any false statement or material misrepresentation on this application shall be cause for denial, suspension, or revocation of license.

☐ \$500.00 Non-refundable Application Fee

1. Name of Firm: _____

2. Office Location: _____
(Street or P. O. Box)

(City) (State) (Zip Code) (County)

3. Telephone: () _____ FAX: () _____

E-Mail Address: _____

4. Mailing Address: _____
(Street or P. O. Box)

(City) (State) (Zip Code) (County)

5. Doing Business as: ☐ Individual ☐ Partnership (LLC) ☐ Corporation / Incorporation

6. If Individually Owned: _____
(Print or Type Full Name of Owner)

(ATTACH ADDITIONAL SHEETS, IF NECESSARY FOR THE FOLLOWING ITEMS)

7. If Partnership (LLC): _____
(Print or Type Full Names of Partners)

(Print or Type Full Names of Partners)

8. If Corporation / Incorporation: _____
(Print or Type Full Names of Each Officer) (Title)

(Print or Type Full Names of Each Officer) (Title)

(Print or Type Full Names of Each Officer) (Title)

9. Describe your qualifications, to inspect equipment, systems, and construction of Modular Building Units and/or Components for compliance with the standards: _____

10. List the education, qualifications, and certifications of the employees who will conduct the actual in-plant inspections of Modular Building Units and/or Components for compliance with the standards: (Additional sheets may be required to be attached to this application)

11. Describe your experience in “Third Party” construction inspection: _____

12. Describe your Firm’s Organizational Structure: _____

13. Describe the relationship which you would establish with Approved Design Review Agencies to ensure that Modular Building Units and/or Components are produced in accordance with the standards: _____

14. List all other Modular Licenses, Registrations or Approvals currently held in other State Programs:

_____	_____
(State)	(Description)
_____	_____
(State)	(Description)
_____	_____
(State)	(Description)

15. Has your firm ever been involved in any disciplinary proceedings affecting your Licenses, Registrations or Approvals in any other State Modular Building Program?

☐ Yes ☐ No

If yes, provide complete details: _____

16. Certifications by Applicant:

I/We certify that I/We will not authorize the attachment of any Modular Certification Labels to any Modular Building Units and/or Components for the State of Tennessee, which do not comply with all of the requirements of **Tennessee Code Annotated, Title 68, Chapter 126, Part 3, (Modular Building Act) and Chapter 0780-2-13 (Modular Building Units) of the Rules and Regulations of the State of Tennessee.**

I/We further certify that no person(s) affiliated with this firm, in any capacity, is employed by a Manufacturer of Modular Building Units or owns any interest in any such manufacturing business.

Signature: _____ Date: _____

Print Name: _____ Title: _____

Notes:

- a. All information must be completed before a Letter of Approval can be processed and issued.
- b. All Approvals shall expire on June 30th of each year.
- c. The Department of Commerce and Insurance shall be notified **in writing** of any change in the information furnished on this application **within thirty (30)** days of such change.

All items **MUST** be completed prior to mailing application. If an item does not apply, simply put **N/A** or **None** in that space. Any blank spaces will result in a delay in processing.